



Years 7 – 11
Parent/Caregiver/Teacher/Student Interviews
Thursday 14 December 2017~ 3.30pm – 6.30pm
Friday, 15 December 2017 ~ 8.00am – 10.00am

28 November 2017

Dear Parents/Caregivers and Students,

The final **Parent/Caregiver/Teacher/Student interviews** will be conducted in the last week of Term 4 for all students in **Years 7-11** in the Co-operative Learning Space (CLS) and Library at the **Schofields** Campus.

Please note the following points related to organisation for these interview sessions:

- * Parent/Caregiver/Teacher/Student interviews will be scheduled between 3.30pm and 6.30pm on Thursday and 8:00am and 10.00am on Friday. **Please note some teachers are only available for one of the sessions, therefore their name will not appear on the Online Bookings for that session.**
- * Where possible, **students are expected to attend the interviews with their parents/caregivers.** Students are required to wear **full summer uniform (no sports uniforms)** to these interviews, except where training commitments prohibit this. Definitely no casual clothes are to be worn. This is due to WHS and Child Protection requirements.
- * In general, interviews will be limited to 5 minutes. If more time is required, parents/caregivers will need to make a longer appointment with the teacher(s) concerned. There will be a two minute change over between interviews.
- * Parents/Caregivers are advised to have their children with them while making the ONLINE BOOKINGS to ensure that the correct subject teachers are booked in.
- * Parents/Caregivers and students are asked to be punctual for all interview times. If parents/caregivers are running late and miss an interview, we will attempt to reschedule this appointment, but this will not be possible if it means disruption of agreed times for other parents/caregivers and students. If need be, parents/caregivers have the option of organising a telephone interview with the teacher concerned at a later date.
- * It is the responsibility of each family to access the online booking site to arrange specific interview times. See details attached or the College Website.
- * It is recommended that parents/caregivers bring the Semester 2 Report for Years 7-11 to these interviews - as well as assessment tasks, student work items or any other relevant communication they have received about the progress of their son or daughter. This information will provide a useful starting point for discussion and advice. Semester 2 reports will be issued to Year 7-10 students on Wednesday, 6 December. Those reports not issued on this day can be collected at the Parent/Caregiver/Teacher interviews otherwise they will be posted home in the last week of January 2018. Year 11 have already received their reports and are encouraged to make appointments with their current HSC teachers to discuss their progress.
- * If parents/caregivers are unable to attend on the day but would still like to speak to particular teachers, they should contact them at the school by phone (9208-7200) **before Thursday, 14 December** and leave a message for the teacher who will get back to them as soon as possible.

Please note there will not be any classes running on Friday. Students are only required at school when they have a scheduled interview. Supervision will be available between 8:00am and 2:15pm where Parents/Caregivers choose to send their son/daughter to school on Friday. Please advise the College if this is your preference to assist with the days organisation.

Thanking you for your continued support.

J Fanning

Jim Fanning
Principal



Book School Interviews Online

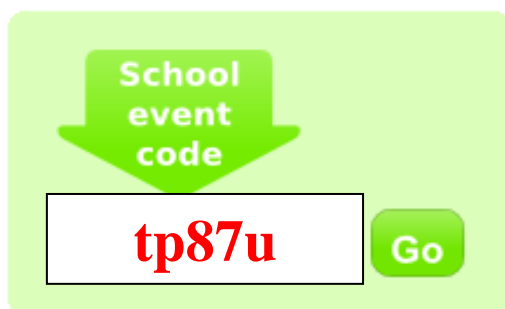
Dear Parents/Caregivers

Parent/Caregiver/Teacher/Student interviews will be held between **3.30pm – 6.30pm on Thursday 14 December** and **8.00am – 10.00am on Friday, 15 December**.

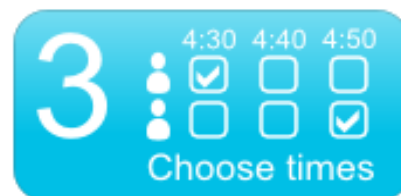
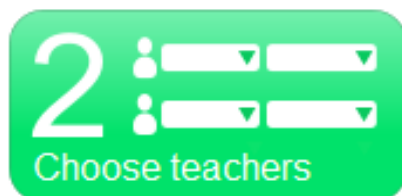
You can now book interviews for the times that suit **YOUR FAMILY**.

Go to www.stjohnpaul2.catholic.edu.au and follow the link to the site and then follow these simple instructions.

BOOKINGS: **OPEN** **Tuesday, 28 November at 9.00 AM**
 CLOSE **Wednesday, 13 December at 2.00 PM**



When linked to the School Interviews website.
Enter THIS school event code. Then follow the 3 simple steps.
School Code: tp87u



When you click **finish**, your interview timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.

You can return to www.schoolinterviews.com.au at any time, and change your interviews - until bookings close.

BOOKINGS OPEN TUE 28 NOV 9.00AM AND CLOSE WED 13 DEC 2.00PM

For parents/caregivers that don't have internet access, computer kiosks will be available in the Office at both campuses. Please telephone the office on 9208 7200 if you have any difficulties with this process.

If there are no suitable times available on the schedule for a specific teacher, parents/caregivers will need to contact the classroom teacher directly to arrange an alternative interview time outside of the allocated schedule. Parents/caregivers can change their interview times any time prior to the closing date, by re-visiting the www.schoolinterviews.com.au website, and using the code.

Parents/Caregivers wishing to change their interview times after the closing date should contact the school directly on: 9208 7200